INSTRUCTIONS

DEADLINE FOR SUBMISSION

December 1, 2007

SUBMIT APPLICATION & ATTACHMENTS TO:

Community Forestry Assistant for your area

North Idaho		South Idaho
Panhandle Area	*Clearwater Area*	
Jim Colla	**Tera King**	**Gerry Bates**
Northwest Management Inc.	Northwest Management Inc.	2445 John Adams Parkway
W. 21 Commerce Dr., Ste. G	PO Box 9748	Idaho Falls, ID 83401
Hayden, Idaho 83835	Moscow, Idaho 9748	208-522-5964
colla@consulting-foresters.com	king@consulting-foresters.com	gabates@cableone.net

Dear Applicant City:

In an effort to simplify the *TREE CITY USA Application* process, we have enclosed step-by-step instructions and worksheets to help you develop the information required. Our hope is that using them will make it easier for you to complete the application for *TREE CITY USA*. Please note, that you must still fill out and sign the official *Tree City USA Application* (which is enclosed).

One of the great strengths of the *TREE CITY USA* program is that it encourages and recognizes long-term commitment to community forestry. After becoming a Tree City, annual recertification provides an opportunity for each *TREE CITY USA* to review its program and to tell the National Arbor Day Foundation and us just how well your city is doing.

Your *Tree City Application* is enclosed. Please send the completed application to the Community Forestry Assistant in your area as early as possible, but not later than December 1, 2007. This will allow us sufficient time to review applications and forward them to the State Forester for his signature by the end of December.

When preparing your application, remember to include information for each of the four standards, as listed on the Tree City Application. I have enclosed a checklist for your use to assure your application contains the necessary attachments.

If you have any questions, please do not hesitate to contact me at 1-800-IDAHO-4-U or communitytrees@idl.state.id.us or the Community Forestry Assistant in your area (as listed above). Thank you for cooperating with the requested December 1st deadline.

Sincerely,

Dave Stephenson
Community Forestry Coordinator
Enclosures: Tree City USA Application
                    Tree City USA Application Checklist
                    Standards Worksheets, Guidelines and Samples

TREE CITY USA
Application

Mail completed application with requested attachments to your state forester no later than December 31.
The TREE CITY USA award is made in recognition of work completed by the city during the calendar year.
Please provide information for the year ending.
(Some states require information in addition to that requested on this application. Check with your state forester.)

As _____ of the city _____ ,
     (Title -Mayor or other city official)

I herewith make application for this community to be officially recognized and designated as a Tree City USA for _____ , having
achieved the standards set forth by The National Arbor Day Foundation as noted below.   (year)

Standard I: A Tree Board or Department
List date of establishment of board, board members, and meeting dates for the past year; or name of city department and manager.

_____

_____

_____

Standard 2: A Community Tree Ordinance
     Date ordinance established _____
     Attach ordinance.

Standard 3: A Community Forestry Program with an Annual Budget of at Least $2 Per Capita
Total community forestry expenditures …………………………………………………………….. $ _____
Community population ……………………………………………………………………………….
Attach annual work plan outlining the work carried out during the past year. Attach breakdown of community forestry expenditures.

Standard 4: An Arbor Day Observance and Proclamation
Date observance was held _____
Attach program of activities and/or news coverage. Attach Arbor Day proclamation.

_____   _____   _____
    Signature   Title   Date

Please type or print the following:

Mayor or equivalent		**City Forestry Contact**	
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____
City, State, Zip:	_____	City, State, Zip:	_____
Phone#:	_____	Phone#:	_____

NOTE: Application will not be processed without Attachments.

Certification
(To Be Completed By The State Forester)

_____
(Community)

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be recognized and designated as a Tree City USA, for the _____ calendar year, having in my opinion met the four standards of achievement in urban forestry.

Signed _____

      State Forester   Date

Person in State Forester's Office who should receive recognition material:
Name: _____   UPS Address: _____
Title: _____   City, State, Zip: _____
Agency: _____   Phone#: _____

STANDARDS #1 & 2 WORKSHEET

STANDARD #1~ TREE BOARD OR DEPARTMENT

A Tree Board (Committee or Commission) is the group of citizens charged by ordinance to develop and administer a tree management program, for trees on public property, in their community. Instead of having such a Board, some communities have a department, such as a City Forestry Department that fulfills this role.

For Standard #1 please indicate (here or on application):

If Tree Board is responsible for program:

Date Tree Board was established (if first-time applicant): _____

Names of 2007 Tree Board Members:

_____	_____
_____	_____
_____	_____
_____	_____

Dates the Board has met in 2007:

_____	_____
_____	_____
_____	_____

If Department is responsible for program:

Date Department was established (if first-time applicant): _____

Name of Department: _____

Name & Title of person holding position in 2007: _____

_____

STANDARD #2 ~ A COMMUNITY TREE ORDINANCE

Communities are required to have passed a **Tree Ordinance** and to submit a copy of that ordinance with the TCUSA application. First-time applicants should also indicate the date the ordinance was established. Those applying for recertification DO NOT need to attach an ordinance <u>unless</u> it has changed.

For Standard #2 please check appropriate boxes on application and attach copy of ordinance, if required

STANDARD #3~ A Community Forestry Program with an Annual Budget of at Least $2 Per Capita

This standard requires the community show they have a community forestry program that expends at least $2 per capita. <u>To do so, communities must attach their program's 2007 work plan, accomplishment report, and detailed budget that documents fulfillment of the budget requirements.</u>

A list of qualifying expenditures and a list of value standards for volunteers can be found on page 8.

For Standard #3 please indicate (on application):

1. **Total Community Forestry Expenditures** _____

2. **Community Population** _____

Tree City USA Standard #3 Financial Worksheet

Community: _____ Year: _____

To calculate your community tree program expenditures, complete the financial worksheet below. All cash and in-kind expenditures for public tree care may be included.

1. Tree Planting and Initial Care

Include cost of tree purchases, labor (salaries, benefits & volunteer time), equipment for planting, planting materials, stakes, wrapping, watering, mulching, and competition control, etc.

$ _____

2. Community Forest Management

Include pruning, public education, professional training, memberships, salaries/benefits, volunteer time, street and park tree inventory, pest management, fertilization, watering, etc.

$ _____

3. Tree Removals

Include cost of saws and equipment, supplies, and labor (salaries/benefits and volunteer time.

$ _____

4. Volunteer Time

Value of volunteer labor and other contributions from civic organizations that has not already been included in above categories. (See page 8 for volunteer labor rates.)

$ _____

5. Administrative Expenses

Include salaries/benefits, volunteer time and all other costs of activities (not documented elsewhere) such as contract management, grant administration, supervision and other forestry program management activities.

$ _____

Tree City USA Standard 3 Financial Worksheet (Cont'd)

6. Utility Expenses

   a) Line clearance per se is not tree maintenance. Utility trimming expenses are allowed only if the utility is a partner in the city's tree program and has implemented a tree planting program and complies with ANSI A300 pruning standards.

   6a. Enter amount here: $ _____

   b) The maximum allowed for utility expenses is $1 per capita.

   Enter the smaller amount—either 6a or the population of your city. $ _____

7. Undefined Costs

   a) Costs not already mentioned, such as storm cleanup, brush pick-up from non-public properties, chipping of brush from non-public properties, etc.

   Briefly describe:

   7a) Enter amount here: $ _____

   b) The maximum allowed for these other activities is $.50 per capita.

   Enter the smaller number—7a or the city population times .5. $ _____

8. Other

Include any expenses not already mentioned.

Briefly describe:

$ _____

TOTAL COMMUNITY FORESTRY EXPENDITURES

(Add budget figures in above right column together) $ _____

COMMUNITY POPULATION   _____

(To qualify for Tree City USA, total expenditures must be at least twice population. Transfer these two numbers to Standard #3 on application and include this sheet with application.)

_____

Signed _____   *Date* _____

Title _____

Tree City USA Standard #3 Annual Work Plan 2007

An annual work plan outlining the community forestry work that was to be carried out during the year 2007 needs to be provided. The worksheet below contains a column for every month (January—December); within each column there are four dots which represent each of the weeks within the month. Consider using a copy of this form to plan next year's activities.

For each activity, place an "x" on top of the dots for each week of the year your community planned to be involved in that activity (each dot represents one week)

EXAMPLE

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1. Annual planning & review session													
a.	Prioritize work to be done	xxxx	....	....	....	x. x.	....	....	....	....	....	....	xxxx
b.	Organize activities, people, dates	x. . .	....	x. . .	....	xx..	....	x. . .	....	x. . .	....	....	x x..

Please complete the worksheet below (or provide the information in a different format) and include it with your application for Standard #3.

Community: _____   Year: _____

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1. Annual planning & review session													
a.	Prioritize work to be done	....	....	....	....	....	....	....	....	....	....	....	....
b.	Organize activities, people,	....	....	....	....	....	....	....	....	....	....	....	....
c.	Budget planning /hearings	....	....	....	....	....	....	....	....	....	....	....	....
2. Tree planting													
a.	Survey potential planting sites	....	....	....	....	....	....	....	....	....	....	....	....
b.	Specify locations, species, cultivars	....	....	....	....	....	....	....	....	....	....	....	....
c.	Notify adjacent property owners	....	....	....	....	....	....	....	....	....	....	....	....
d.	Announce & hold public hearings	....	....	....	....	....	....	....	....	....	....	....	....
e.	Create bid specifications/ solicit bids	....	....	....	....	....	....	....	....	....	....	....	....
f.	Order trees	....	....	....	....	....	....	....	....	....	....	....	....
g.	Receive, inspect, store trees	....	....	....	....	....	....	....	....	....	....	....	....
h.	Plant trees, prune & stake	....	....	....	....	....	....	....	....	....	....	....	....
i.	Water as needed	....	....	....	....	....	....	....	....	....	....	....	....
3. Tree pruning													
a.	Survey trees, decide which to prune	....	....	....	....	....	....	....	....	....	....	....	....

b.	Schedule crew, equipment, supplies	....	....	....	....	....	....	....	....	....	....	....	....
c.	Schedule contract tree crews	....	....	....	....	....	....	....	....	....	....	....	....
d.	Supervise pruning & disposal of brush	....	....	....	....	....	....	....	....	....	....	....	....
4. Tree removals													
a.	Survey trees, decide on removals	....	....	....	....	....	....	....	....	....	....	....	....
b.	Notify adjacent property owners	....	....	....	....	....	....	....	....	....	....	....	....
c.	Announce & hold public hearings	....	....	....	....	....	....	....	....	....	....	....	....
d.	Schedule crew, equipment, supplies	....	....	....	....	....	....	....	....	....	....	....	....
e.	Schedule contract tree crews	....	....	....	....	....	....	....	....	....	....	....	....
f.	Stump grinding, reseeding.	....	....	....	....	....	....	....	....	....	....	....	....
5. Public relations													
a.	Report to municipal officials	....	....	....	....	....	....	....	....	....	....	....	....
b.	News releases	....	....	....	....	....	....	....	....	....	....	....	....
c.	News & TV coverage of events	....	....	....	....	....	....	....	....	....	....	....	....
d.	Submit Tree City USA application	....	....	....	....	....	....	....	....	....	....	....	....
e.	Plan, hold, publicize Arbor Day celebration	....	....	....	....	....	....	....	....	....	....	....	....
6. Tree care tasks													
a.	Evaluate/schedule/repair irrigation system	....	....	....	....	....	....	....	....	....	....	....	....
b.	Water most vulnerable trees during droughts	....	....	....	....	....	....	....	....	....	....	....	....
c.	Fertilize deficient trees	....	....	....	....	....	....	....	....	....	....	....	....
d.	Control diseases & insects impacting tree health	....	....	....	....	....	....	....	....	....	....	....	....
e.	Remove stakes/tree wrap	....	....	....	....	....	....	....	....	....	....	....	....
f.	Clean up storm breakage	....	....	....	....	....	....	....	....	....	....	....	....
g.	Mulch trees	....	....	....	....	....	....	....	....	....	....	....	....
h.	Control weeds	....	....	....	....	....	....	....	....	....	....	....	....
7. Other tasks													
a.	Conduct youth education	....	....	....	....	....	....	....	....	....	....	....	....
b.	Develop urban forestry grant projects	....	....	....	....	....	....	....	....	....	....	....	....
c.	Complete urban forestry grant applications	....	....	....	....	....	....	....	....	....	....	....	....
d.	Educational opportunities for tree commission	....	....	....	....	....	....	....	....	....	....	....	....
e.	Training & safety education of tree workers	....	....	....	....	....	....	....	....	....	....	....	....

TREE CITY USA.

Tree City USA Standard #3 Accomplishment Report for 2007

While the work plan is what your city set out to do for the year, the accomplishment report is an opportunity to state what you were actually able to achieve and to quantify the progress that was made. Please check all of the "accomplishments" that apply, add any not listed, and indicate quantities where appropriate. *This Accomplishment Report also needs to be included with your application.*

Please check all that apply and indicate quantities where appropriate.

Community: _____   Year: _____

Accomplishment	*Accomplishment*
1. Adopted or Revised Community Tree Ordinance	*8.* Attended Educational/Training Programs (specify type and quantity)
2. Number of Trees Planted _____	_____ _____
3. Number of Dead/Dying Trees Removed _____	_____ _____
4. Number of Pruned/ Trimmed Trees _____	_____ _____
5. Held Arbor Day Celebration _____	*9.* Other: (Specify activity and quantity if appropriate)
6. Program Planning (Tree Committee Meetings) _____	_____ _____
7. Distributed Educational Publications _____	_____ _____
(quantity)	_____ _____

TREE CITY USA QUALIFYING EXPENDITURES

The following expenses for public tree care (street, park, cemetery) may be counted towards the $2 per capita requirement of Standard 3.

√ Administrative time
√ Arbor Day program
√ Chipping (maximum of $0.50 per capita)
√ Computer inventory software
√ Contract work
√ Equipment maintenance
√ Equipment purchases (large equipment can be depreciated over life span)
√ Equipment rental (chipper, bucket truck, stump grinder)
√ Fertilizing
√ Insect & disease control on trees
√ Insurance
√ Memberships in and donations to tree organizations
√ Mulching
√ Pick-up and/or chipping of tree trimmings from private properties (maximum of $0.50 per capita)
√ Prizes for Arbor Day contests
√ Tree pruning costs (excluding utility pruning)
√ Public education materials—brochures, newsletters, etc.
√ Staff salaries and benefits (or portion thereof) to accomplish the tasks listed on this page (subject to noted limits)

√ Stump removal
√ Survey or inventory expenses
√ Tree board salary (most are volunteer, some are paid)
√ Tree care conferences and workshops attended by community workers and/or volunteers
√ Tree purchases and planting
√ Tree removal (excluding utility removals)
√ Utility pruning and removals (maximum of $1 per capita)
√ Watering
√ Volunteer labor/time (see table below for rates)
√ Value of donated materials (including trees)

(Grant money expended for any of these items may be counted.)

Items _not_ eligible toward Tree City USA
⊗ Lawn mowing
⊗ Leaf pick-up
⊗ Tree work on non-public property
⊗ Weed and brush control not related to planting areas (i.e. right-of-ways, etc.)

Determining Value of Donated Services

Labor Rates—Individuals performing tasks normally paid for, their actual rate of pay may be used.

Managerial, Administrative & Clerical Support Services
- Grant Project Manager/Coordinator — $15.00/ hr
- Tree Committee Meetings (project planning, etc.) / Secretaries/Bookkeepers — $10.00/hr (per member)

Professional Services
- Engineers & Lawyers — $40.00/hr
- Consultants (Computer Programming, Urban Forestry, Landscape Design, Urban Planning, Marketing/Sales) — $25.00/ hr

Forestry Related Project Services
- Volunteers under age 16 — $5.15/hr
- Volunteers age 16 and older — $8.00/hr

Equipment Rates— If city has a rate schedule for its equipment, those figures can be used instead.

- Chainsaw — $35/day
- Trencher (for irrigation installation) / Truck Drivers/Heavy Equip. Operators — $15/hr
- Backhoe/Loader — $25/hr
- Gravel/Hoist & Water Truck — $50/day
- Pickup — $30/day
- Brush Chipper/Tree Spade/Stump Grinder — Contractor rate

STANDARD #4~ AN ARBOR DAY OBSERVANCE & PROCLAMATION

This standard requires that you observe and proclaim Arbor Day in your community and show documentation.

For Standard #4:

Please:

1. *Indicate (on application) date Arbor Day was observed* _____

2. *Attach a copy of your community's Arbor Day Proclamation for 2007.*

3. *Attach documentation that describes event (include items such as agenda, description of event/activities, press coverage and any other information that illustrates how your Arbor Day event was planned and/or carried out).*

FOR APPLICATION OR RECERTIFICATION

SIGNATURE & CITY INFORMATION

The application needs to be signed (on the line just below standard #4) by the person making the application. Also, fully complete the sections providing information regarding your community's Mayor (or equivalent) and the City Forestry Contact. That contact can be the parks supervisor, city maintenance person, public works director, city manager, volunteer, city forester, etc.

FOR APPLICATION OR RECERTIFICATION

SUBMIT FORMS TO

This year the Community Forestry Assistant in your area will be processing your application instead of IDL's Community Forestry Coordinator. So please submit completed application & forms, by **December 1, 2007** to the Assistant in your area. Also, contact them for any questions you might have regarding your application.

North Idaho		South Idaho
Panhandle Area	*Clearwater Area*	
Jim Colla	**Tera King**	**Gerry Bates**
Northwest Management Inc.	Northwest Management Inc.	2445 John Adams Parkway
W. 21 Commerce Dr., Ste. G	PO Box 9748	Idaho Falls, ID 83401
Hayden, Idaho 83835	Moscow, Idaho 9748	208-522-5964
colla@consulting-foresters.com	king@consulting-foresters.com	gabates@cableone.net

APPLICATION CHECKLIST

TREE CITY USA APPLICATIONS

Your Tree City USA certification application or recertification application must include the following items. Note: Completing the preceding forms in this packet, will allow you to easily meet the documentation requirements for the application.

- ☐ **Completed application form**

- ☐ **Standard 1:** Tree Board or Department information (including Tree Board meeting dates)

- ☐ **Standard 2:** Tree Ordinance*

- ☐ **Standard 3:**

  - ☐ Financial Worksheets showing program expenditures/annual budget

  - ☐ 2007 Annual Work Plan

  - ☐ 2007 Program Accomplishments & Breakdown Budget

- ☐ **Standard 4:**

  - ☐ Arbor Day proclamation

  - ☐ Arbor Day observance program/agenda and/or news coverage of event

* If your Tree Ordinance has not been revised since your last Tree City USA application, do not attach another copy. Your tree ordinance is on file in the Coordinator's office. All first-time applicants must include an ordinance with their application.

COMMUNITY FORESTRY IN IDAHO

WHICH COMMUNITY FORESTRY ASSISTANT SERVES YOUR AREA?

NORTH IDAHO
~Panhandle Area ~ Jim Colla ~ 208-772-8554
~Clearwater Area ~ Tera King ~ 208-883-4488
SOUTHWEST IDAHO ~ Position currently vacant
SOUTHEAST IDAHO ~ Gerry Bates ~ 208-522-5964

IDL COMMUNITY FORESTRY COORDINATOR
Dave Stephenson 208-666-8621